

PURCHASE FORM (FOOD AND MERCH ONLY)

TO BE USED FOR PURCHASES LESS THAN \$999.99

CD Office ONLY
P.F. # _____
P.F. Date _____

Club Name: _____

c/o Central Depository
314 Student Center
2900 Bedford Avenue
Brooklyn, NY 11210
Phone: 718.951.5550 Fax #: 718.951.4315

**EMAIL THIS FORM TO:
CD@BROOKLYN.CUNY.EDU**

Program Code # _____

Funding Source # _____

Vendor Information

Vendor (WHO YOU ARE ORDERING FROM): _____

Vendor Phone #: _____ Vendor Address: _____

City: _____ State: _____ Zip: _____

Item Information

Quantity	<i>Promo Merchandise Only</i> [Website Item Number]	Description	Price per item	Total Price

Net 30 days

Sub Total _____

Event Date: _____

Shipping _____

Please attach quote and event confirmation

Total _____

Once this purchase form is signed, the agreed-upon amount or items cannot be changed.

Club contact person(s) name: _____ Club contact person(s) phone #: _____

Club contact person(s) email: _____

Authorized signature (Signed by Central Depository): _____

New York State Tax Exemption Organization Number EX - 259843

- Note: You would NOT use this form if:**
- If your group is buying an asset that needs to be tagged.
 - There is a contract with from the vendor terms and conditions.
 - The vendor quires a college order